

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Gregory S. Bills, PE			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As-Needed Quality Assurance Testing for Southwest Region				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL DUE DATE 3/1/07	TIME DUE 3 p.m.
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Gregory S. Bills, P.E.
Southwest Region Soils and Materials Engineer
1501 East Kilgore Road
Kalamazoo, Michigan 49001-6300

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation
SCOPE OF SERVICES
FOR
“AS NEEDED” CONSTRUCTION TESTING SERVICES
Quality Assurance Inspection

CONTROL SECTION: N.A

JOB NUMBER: N.A

PROJECT LOCATION: Work will be performed on various projects through-out the Southwest Region which includes the counties of Berrien, Cass, Van Buren, Allegan, Kalamazoo, St. Joseph, Branch, Calhoun, and Barry.

WORK DESCRIPTION:

Provide experienced personnel for inspection & testing services as needed for road construction work, including Concrete Quality Assurance Testing, Density Testing and HMA Sampling. The inspectors shall work under the direction of the Project Manager. This scope covers inspection services that may be needed, beginning May 2007 and continuing through May 2008.

Inspection & testing services may be needed for work operations including, but not limited to, roadway grading, drainage installation, sand subbase placement, aggregate base placement, HMA surfacing, concrete placement, and slope restoration. These services are anticipated to be primarily during daylight hours, Monday through Saturday; night work may also be required.

Full-time services will not be required for this project at all times. This contract is for “as-needed” services, based on the intermittent needs of the project office for inspection & testing personnel. The Consultant’s point of contact will be contacted with requests for staff. Every attempt will be made to submit requests at least one week prior to the need for personnel, however it is expected that any request made will be complied with within a 48 hour period. If the consultant is unable to fulfill the request, MDOT may utilize a secondary consultant for the services.

The Consultant will provide experienced inspectors to perform the inspection and testing services under the direction of the Project Manager or his designee. Work hours and assignments will be given to the consultant staff by the Project Manager or other MDOT personnel from this office. The consultant inspector & tester(s) will cooperate with the senior level MDOT technicians to ensure that adequate services are provided

PRIMARY PREQUALIFICATION CLASSIFICATIONS:

Portland Cement Concrete Inspection & Testing Services
Density Inspection and Testing Services

SECONDARY PREQUALIFICATION CLASSIFICATIONS:

Aggregate Inspection and Testing Services
Bituminous Plant Inspection & Testing Services

ANTICIPATED START DATE: May 2007

ANTICIPATED COMPLETION DATE: May 2008

DBE REQUIREMENT:

None

This solicitation may result in the selection of testing services from one or more firms.

MDOT PROJECT MANAGER:

Gregory S. Bills, PE
Southwest Region Soil & Materials Engineer
1501 E. Kilgore Road
Kalamazoo, MI 49001
Telephone: (269) 337-3949
Fax: (269) 337-3039
E-mail: billsgr@michigan.gov

The Consultant shall contact the Project Manager prior to beginning work on any Projects.

CONSULTANT RESPONSIBILITIES:

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Services described herein. The Consultant will also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the Project Engineer for designated projects, or his/her designee.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; applicable Special Provisions; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant will notify the Project Engineer, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer.

GENERAL DESCRIPTION:

The Consultant will provide, to the satisfaction of the Department, Inspection & Testing services in the areas of Portland Cement Concrete Construction, Soil & Aggregate Density Control, and HMA Construction. Additionally, consultant may be asked to provide services for HMA laboratory testing and/or Traveling Mix Inspector duties.

CONSULTANT RESPONSIBILITIES:

A. Project Administration:

1. The Consultant will provide the necessary personnel to adequately perform the requirements of this contract, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
2. The Consultant will furnish the necessary personnel and testing equipment needed to carry out the inspection and testing services.
3. Staff Reductions: Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Engineer. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Engineer has determined was unnecessary.

B. Quality Assurance Testing and Reporting:

1. **Material Testing:** Sample and/or test materials (except off-site aggregates, concrete cylinder breaks, and bituminous plant testing) to be incorporated in the work, including but not limited to, concrete quality assurance testing, bituminous quality assurance testing, on-site aggregates, and density testing and reporting, according to Materials Source Guide, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals. Off-site sampling and/or testing must be discussed and approved prior to these services being rendered.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Source Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

2. **Material Certification:** Coordinate with MDOT office and field staff to make certain that acceptable test reports and material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
3. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing Mich 48909 will be measured by that unit and reported to the Project Manager.

4. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects).

The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.

Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician. (The Department will consider the use of a lesser experienced technician who is properly certified, for the bituminous testing provided the hourly wage rate is in line with the experience of the technician).

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the NRC shall:

- 1) Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.
- 2) Provide the Radiation Safety Officer (RSO) of MDOT with a copy of the aforementioned license.
- 3) Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.

Failure of any of the above will be found in noncompliance with the contract.

5. **Density Gauge:** The inspector will provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.
6. **Project Review/Certification:** If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records.

C. Traveling Mix Inspector Duties:

The Traveling Mix Inspector (TMI) portion of this contract requires the consultant to provide all labor, equipment and materials to perform the duties of the TMI which include, but are not limited to, writing Job Mix Formulas (JMF's), provide technical expertise to MDOT and local government field inspectors, certifying bituminous labs and plants, reviewing Independent Assurance Tests (IAT's), coordinating and training MDOT personnel on field and lab protocol, participating in MDOT's TMI quarterly meetings, gathering binder and HMA samples, working closely with the TSC Delivery staff to troubleshoot construction problems and make recommendations to correct issues, and administering HMA referee sampling results. The TMI shall at a minimum be certified in HMA design through MDOT's sponsored program, have a valid driver's license, adequate transportation, and communication capabilities including but not limited to a Nextel phone and a laptop computer.

D. Measurement, Computation, Documentation, and Recordkeeping:

1. **Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- a. Moisture and Density Determination Reports (Form 582BM)
- b. Inspector's Report of Concrete Placed (Form 1174A-M)
- c. Mechanical Analysis, (Form 1901)
- d. Final Quantity Sheets
- e. HMA PWL Spreadsheets
- g. Wage Rate Interviews
- h. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines and/or procedures manuals.

MDOT RESPONSIBILITIES:

- A. The Project Engineer will furnish to the Consultant Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department will furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of steel, cement, bituminous mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for all on-site sampling and transportation of all the materials required to be tested by Department personnel.
- C. Project Engineer: Perform as the Project Engineer for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.
- D. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.
- E. The Project Manager shall provide inspection and contract administration of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for project acceptance and to determine that the inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's request for payment.

CONSULTANT PAYMENT:

Invoices/bills for services will be directed to the Project Manager along with timesheets or daily trip tickets. Payment to the Consultant for Services rendered will not exceed the Cost plus Fixed Fee Not to Exceed Maximum Amount unless an increase is approved in accordance with the contract with the Consultant.

Invoices must be submitted to Operations Contract Support Unit monthly, within 14 calendar days of the close of the invoice period, with a copy forwarded to the Project Manager.

Reimbursement for inspection services shall be limited to the hours spent on this project. Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Manager.

The hours billed for the inspector will not begin until the inspector reports to the project site, or the project office. Direct expenses will not be paid in excess of that allowed by the Department for its own employees.

The fixed fee allowed for this project is 11.0%.